

CLASS TITLE: SENIOR INSTITUTION ATTENDANT

Class Code: 02152300

Pay Grade: 14A

EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To have immediate charge of the custody, care, treatment or development activities of Institution Attendants in an assigned number of wards or buildings of a state institution for the care, treatment, custody and/or development of patients, inmates or residents, committed or admitted to such an institution; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior with some latitude for exercising a limited amount of judgement in accordance with clearly defined institutional policies and procedures; work is subject to review in process and upon completion for conformance to accepted institutional practices and for quality of care given to patients.

SUPERVISION EXERCISED: To assign and review the work of Institution Attendants providing care, treatment and development services of a sub-professional nature to patients, inmates or residents of a state institution.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To have immediate charge of the care, treatment or development activities of Institution Attendants in an assigned number of wards or buildings of a state institution for the care, treatment, custody and/or development of patients, inmates or residents committed or admitted to such an institution.

To make regular rounds of the wards or buildings assigned to ensure the quality of care and treatment, or the progress of the development program, reviewing the work in process for conformance to institution standards and that wards or buildings and equipment are suitably maintained.

To instruct and supervise attendants in the methods and techniques of their assigned duties, giving detailed instructions for the accomplishment of new tasks.

To assist attendants to restrain unruly patients or inmates and to report on such incidents to a superior.

To investigate complaints of patients or of relatives of patients relative to the care and treatment rendered and to report thereon to a superior.

To notify staff physicians or other professional staff members when patients or inmates require medical attention.

To be responsible for implementing the care and development program in an assigned cottage or assigned wards of an institution for the mentally retarded.

To initiate and on occasion to direct searches for missing patients.

In some instances, to be responsible for the distribution, storage, ordering, repairing of and accounting for the clothing and possessions of patients or inmates.

To supervise the work of attendants and other subordinate employees in a cafeteria, dining rooms, or on the wards of the institution.

To conduct employee or visitor orientation tours through buildings or wards.

To assign employee work schedules and to keep records of time and attendance of an assigned group of employees.

To supervise the preparation of bodies of deceased patients or inmates for removal to a morgue or undertaking establishment.

To keep accurate records of activities and to make regular and special reports to a superior.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of patient care with particular emphasis on the aspects of the nonprofessional nursing procedures utilized in feeding, bathing, handling and grooming patients with a variety of illnesses, handicaps or mental problems; a working knowledge of the practices involved in caring for persons committed or admitted to a state institution; a working knowledge of first aid methods; a working knowledge of accepted ward housekeeping operations; the ability to instruct subordinates, assign work schedules and to supervise the work of attendants; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a private or public institution for the care and treatment of illness, mental illness or for the care and custody of the mentally retarded.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

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